



## Maryland State Department of Education Division of Special Education/Early Intervention Services Secure Web Client Access and Submission Procedures

The Maryland State Department of Education (MSDE, Division of Special Education/Early Intervention Services (DSE/EIS) provides grantees with access to an account on the MSDE Secure Web Client for each grant program. This access enables the secure outbound submission of the grantee's grant related documents at any time of day, 365 days per year. Access is also provided to an inbound folder to receive grant documents disseminated by the grant program. **Grantees must submit all required submissions, including pdf-formatted grant application, reporting, and amendment request documents, through the MSDE Secure Web Client.**

Grantees must upload documents to the "ToMSDE" folder and will receive documents sent by the MSDE, DSE/EIS in the "FromMSDE" folder. After a document is uploaded to the MSDE Secure Web Client, the file name will be displayed with the time-stamp of the upload. **The MSDE, DSE/EIS recommends that grantees save a screen shot of this information as proof of submission.** The MSDE, DSE/EIS does not routinely search the MSDE Secure Web Client Server for submitted documents. **After uploading documents, grantees must notify their designated fiscal grants liaison of the upload by email, specifying the names of the uploaded documents, to ensure timely processing.**

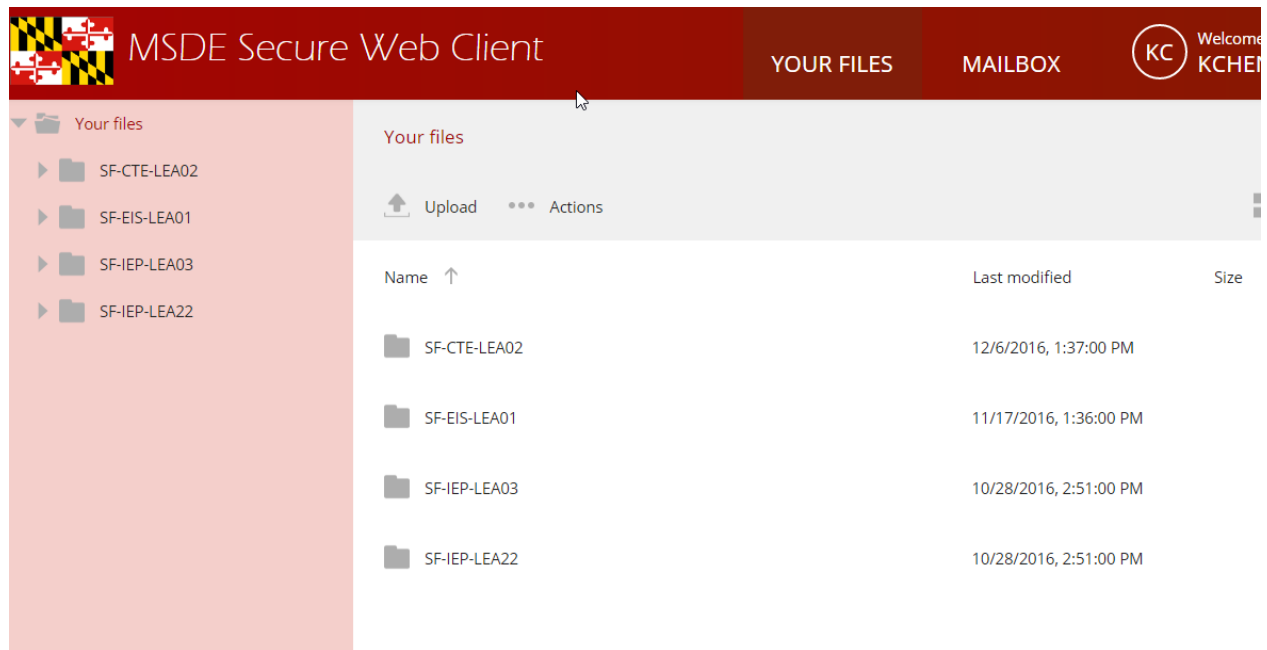
The MSDE Secure Web Client is intended for file transfer only; not file storage. **Files sent by the MSDE, DSE/EIS to grantees are subject to deletion from each account's inbound directory 90 days from the date of posting.** Therefore, the MSDE, DSE/EIS recommends that documents sent to the grantees be immediately downloaded and saved to local storage facilities.

The MSDE, DSE/EIS has designated each program director/project manager for each grant program as a Grants Submission Coordinator (GSC). Each GSC has been given access to the grant program files on the MSDE Secure Web Client and can log in at <https://sst.msde.maryland.gov> using his/her email address registered with the grant program and a provided password. Separate access is provided for each individual user (No more shared accounts). To change the designated GSC or to request access for additional personnel, the GSC must contact the designated fiscal grants liaison. **The GSC has ongoing responsibility for ensuring that only authorized individuals have access to the MSDE Secure Web Client and must immediately notify the designated fiscal grants liaison by email to deactivate access for, as an example, an employee who leaves the employ of the grantee.**

Upon the initial log on, users will be required to create a new password. Usernames and passwords are case sensitive. Passwords will expire after 90 days and must contain at least:

- 6 characters;
- One alpha character
- One numeric character; and
- One special character

Pictured below is the screen that users will see after successfully logging on to the MSDE Secure Web Client. Users will see the Shared Folders (with “SF” prefix) to which they have been granted access.



To upload files to those folders:

1. Double click on the folder to which you want to upload a file.
2. Either drag and drop a file into the web browser or click the upload button.

### File Naming Convention

**Grantees are responsible for ensuring that each submission is uploaded separately and is labeled according to the following specifications. Submissions that do not comply with these requirements will not be acknowledged or be considered to have been filed:**

**For all grant applications,** the name of the file must be constructed as follows:

**FileCode\_EntityID\_SFY\_GrantName meCode\_APP.pdf**

1. FileCode and EntityID, each followed by an “\_” correspond to the sections after the prefix “SF” of the MSDE Secure Web Client folder name to which the submission is being uploaded. The options are:

- INTG – Infants & Toddlers Grants
- PBG – IDEA Part B Grants
- NONG – Non-LSS Grants

2. Four-digit State Fiscal Year (SFY) followed by “\_”,
3. Grant Name Code from the list below followed by “\_”,
4. The word "APP" followed by the file extension, ".pdf."

FileCode	EntityID	SFY	GrantNameCode	APP.pdf
INTG, PGG, or NONG	Ex. LSS03	4-digit State Fiscal Year	Grant Name Code is replaced with the Grant Name Code from the list below	This code indicates that the submission is a grant application.

**Example: INTG\_LLA02\_2018\_CLIG\_APP.pdf** (This would be the file name for Anne Arundel County's Infants & Toddlers Program submission of the SFY 2018 Consolidated Local Implementation Grant application.)

**For all grant amendment requests and reports, the name of the file must be constructed as follows:**

**FileCode\_EntityID \_SFY\_GrantNameCode\_Grant #\_TypeCode.pdf**

1. FileCode and EntityID, each followed by an “\_” correspond to the sections after the prefix “SF” of the MSDE Secure Web Client folder name to which the submission is being uploaded. The options are:
  - INTG – Infants & Toddlers Grants
  - PBG – IDEA Part B Grants
  - NONG – Non-LSS Grants
2. Four-digit State Fiscal Year (SFY) followed by “\_”,
3. Grant Name Code from the list below followed by “\_”,
4. Grant Number, including the Line Number from the Notice of Grant Award, followed by “\_”,
5. Type Code from the list below, followed by the file extension, ".pdf."

FileCode	EntityID	SFY	GrantNameCode	Grant #	TypeCode.pdf
As Above	As Above	As Above	From List Below	Amendment Requests and Reports must include the grant # and line # from the Notice of Grant Award	Select Type Code from the List Below

**Example: INTG\_LLA01\_2018\_B619\_18436902\_AMD.pdf** (This would be the file name for Allegany County's hypothetical submission of a request to amend Line 2 of its SFY 2018 Consolidated Local implementation Grant (CLIG) of Part B 619 funds with grant number 184369.)

**Example: PBG\_LSS13\_2018\_PPPSS\_185423602\_IPCVR.pdf** (This will be the file name for Howard County's submission of its Final Progress/Cumulative Variance Report for its SFY 2018 LAFF Line 2 of hypothetical grant number 184514.)

## GRANT NAME CODES

Grant Name Codes for Part B Grants	
Grant Name	GrantNameCode
Passthrough	PASS
Passthrough PPPSS	PPPSS
Passthrough CEIS	CEIS
Special Education Citizens Advisory Committee	SECAC
Local Priority Flexibility	LPF
Professional Learning Institute	PLI
Preschool Passthrough	PrePASS
Preschool PPPSS	PrePPPSS
Preschool CEIS	PreCEIS
Early Childhood Connections	ECC
Preschool Discretionary-619	PreDISC

Grant Name Codes for Infants & Toddlers Grants	
Grant Name	GrantNameCode
CLIG (for multiple grant docs, i.e. Program Reports, Fm400)	CLIG
CLIG Part C	PARTC
CLIG Part B 611	B611
CLIG Part B 619	B619
CLIG State General Funds	STATE
Supplemental Discretionary Funds	SUPP

## TYPE CODES

Type Codes for Part B Grants	
Submission	TYPE Code
Amendment	AMD
Interim Progress Report & Cumulative	IPCVR
2 <sup>nd</sup> Interim Progress Report & Cumulative Variance	IPCVR2
Final Progress/Cumulative Variance Report	FPCVR
Payment Code 0 - Non-LSS Final Financial Report	FFR
Payment Code 0 - Invoice	INV#
Payment Code 0 - Non-LSS Annual Financial Report	AFR

Type Codes for Infants & Toddlers Grants	
Submission	TYPE Code
Amendment	AMD
Semi-Annual Program Report	SEMIPRO
Annual Program Report	ANNUPRO
Annual LICC Report	LICC
Interim Cumulative Variance Report	ICVR
Interim Cumulative Variance Report #2	ICVR2
Final Cumulative Variance Report	FCVR
Form 400	400
Form 500	500
Payment Code 0 - Invoice	INV#
Payment Code 0 - Non-LSS Annual Financial Report	AFR
Payment Code 0 - Non-LSS Final Financial Report	FFR